

SAP Business Intelligence Reporting

Logging on to HRMS Portal

SAP Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

Logging on to HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. The Logging on to HRMS Portal section provides an overview for logging on and logging off the HRMS Portal.

Topics covered in this section include:

- Log on to HRMS Portal outside the State Government Network (SGN)
- Log on to HRMS Portal inside the State Government Network (SGN)
- Log off HRMS Portal

The HRMS Portal is not a BI application. It is an online tool used to access reports that have been developed in the BI application.



•For additional technical information, reference the Technical Resources page from the HRMS Support website:
<http://www.dop.wa.gov/payroll/HRMS/Pages/default.aspx>

Log On to HRMS Portal Outside the SGN

Log on to HRMS Portal outside the SGN

To log on to the HRMS Portal from outside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://wahrms.wa.gov/irj>
3. Press Enter.

Result: The HRMS Portal Log on screen is displayed.

4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →

Note: User ID outside the SGN is Domain\Network ID.

Welcome to Washington State's Human Resource Management System

HRMS PORTAL

This is a secure application and available only to Washington State employees.

User ID *

Password *



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Continued...

Result: The user is logged on to the HRMS Portal.

Note: It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BI report under the Organization Management category will be selected by default.

Business Intelligence
tab

First BI Report
(default)

The screenshot displays the HRMS Portal interface. At the top, there is a navigation bar with the following tabs: BI Reports, Organization Management, Personnel Administration, Time Management, Payroll, Financials, HRM Performance Measurement, Grievance Reporting, and E-Recruiting. The 'BI Reports' tab is currently selected. Below the navigation bar, the 'Position / Personnel Master Listing' report is displayed. On the left side of the report, there is a 'Detailed Navigation' panel with the following items: Position / Personnel Master Listing (selected), Position Statistics Report - Month Ending, and Position Roster. Below this panel is a 'Portal Favorites' section. The main content area of the report is titled 'Variable Entry' and contains the following elements:

- Available Variables: Save Save As... Delete [Show Variable Personalization](#)
- General Variables**

Variable	Current Selection	Description
* Month/Year Range (Mandatory)	<input type="text"/>	
Organizational Unit Hierarchy	<input type="text"/>	
Job - Multiple (Optional)	<input type="text"/>	
- OK Check

Log on to the HRMS Portal inside the SGN

To log on to the HRMS Portal from inside the SGN:

1. Open a web browser (e.g. Internet Explorer).
2. Type the following URL in the address line of the web browser (save the URL to your Favorites folder for future use): <https://myhrms.wa.gov/irj>
3. Press Enter.

Result: The HRMS Portal Log on screen is displayed. Note: if the User ID has been setup for single sign on, it may not be necessary for the user to complete Steps 4 through 6 below.

4. Type the User ID. →
5. Type the Password. →
6. Click Log on. →

Note: User ID inside the SGN is email address.

Welcome to Washington State's Human Resource Management System

HRMS PORTAL

This is a secure application and available only to Washington State employees.

User ID *	<input type="text"/>
Password *	<input type="password"/>

Log on



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Continued...

Result: The user is logged on to the HRMS Portal.

Note: It may be necessary to click on the “BI Reports” tab to display Business Intelligence reports. The first BI report under the Organization Management category will be selected by default.

Business Intelligence tab

First BI Report (default)

The screenshot displays the HRMS Portal interface. At the top, there is a navigation bar with the following tabs: **BI Reports**, Organization Management, Personnel Administration, Time Management, Payroll, Financials, HRM Performance Measurement, Grievance Reporting, and E-Recruiting. The **BI Reports** tab is currently selected.

Below the navigation bar, the main content area is titled **Position / Personnel Master Listing**. On the left side of this area, there is a **Detailed Navigation** pane with the following items:

- Position / Personnel Master Listing (selected)
- Position Statistics Report - Month Ending
- Position Roster

Below the navigation pane is a **Portal Favorites** section.

The main content area also features a **Variable Entry** section. It includes a dropdown menu for **Available Variables:** with buttons for **Save**, **Save As...**, and **Delete**. A link for [Show Variable Personalization](#) is also present.

Below the variable entry section is a table titled **General Variables**:

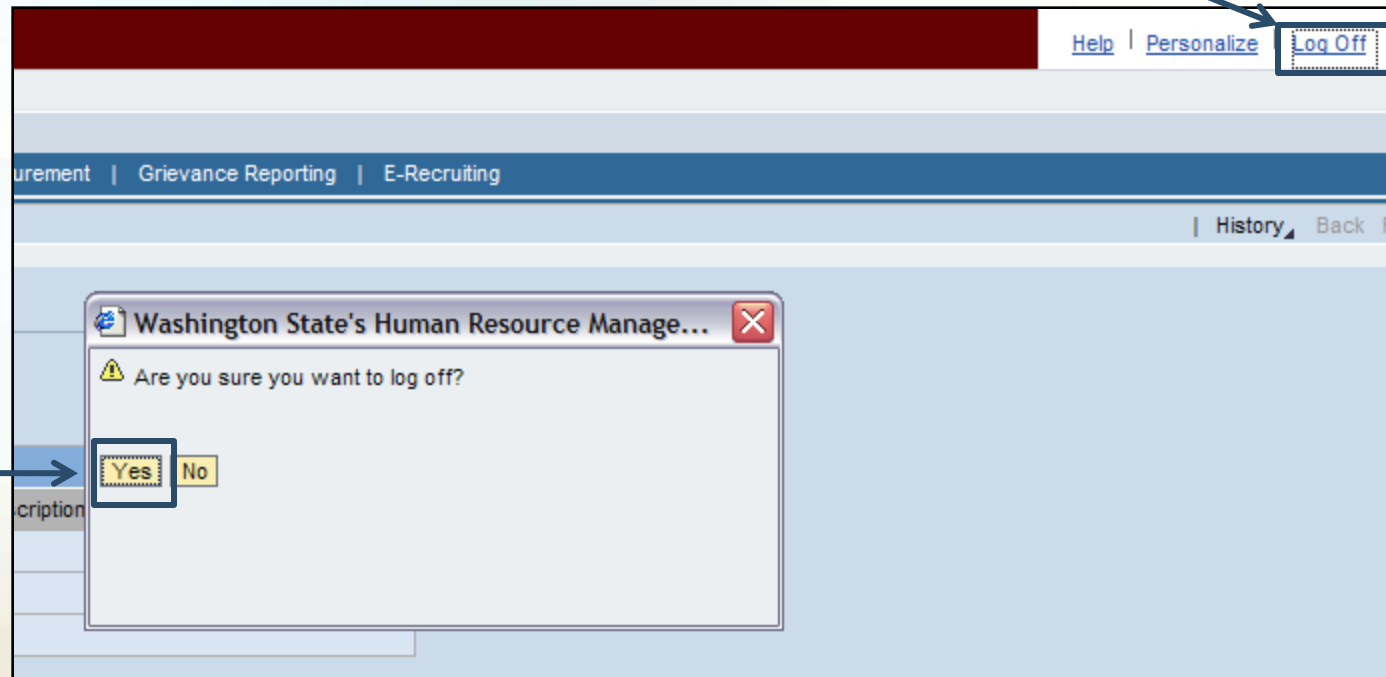
Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

At the bottom of the variable entry section, there are **OK** and **Check** buttons.

Log off HRMS Portal

To log off the HRMS Portal:

1. Click the Log Off link.
2. Click Yes when prompted, "Are you sure you want to log off?".



Result: The user will be logged off the HRMS Portal and returned to the log on screen.

Note: For additional technical information, reference the Technical Resources page from the HRMS Support website:
<http://www.dop.wa.gov/payroll/HRMS/Pages/default.aspx>